Northwest Regional Fire Training Center Authority

Audit Report

For the Year Ended September 30, 2007

Michigan Department of Treasury

	ditir		Procedu							
			vernment Type		d P.A. 71 of 1919,	as amended.	Local Unit Name	Northwa	st Regional	1 County
l	Coun		☐City	□Twp	□Village	∑ Other		TIOL CITWO	enter Autho	
	al Yea		<u></u>		Opinion Date			Date Audit Rep	ort Submitted to State	
9	/ 30	0/0	7		2/14	/08		3/27/	08	
We a	affirm	that	:							
We a	are ce	ertifie	ed public ac	countants	licensed to pr	actice in M	lichigan.			
					erial, "no" resp ments and rec			ed in the financ	cial statements, inclu	iding the notes, or in the
	S Check each applicable box below. (See instructions for further detail.)									
1.	X						of the local uents as necess		in the financial state	ements and/or disclosed in the
2.	X							nit's unreserved udget for exper	l fund balances/unre nditures.	stricted net assets
3.	区		The local	unit is in c	compliance wit	h the Unifo	orm Chart of A	counts issued	by the Department	of Treasury.
4.	K		The local	unit has a	dopted a budg	et for all re	equired funds.			
5.	X		A public h	earing on	the budget wa	s held in a	ccordance wit	h State statute.		
6.	囟						Finance Act, a and Finance [under the Emergen	cy Municipal Loan Act, or
7.			The local	unit has n	ot been deling	uent in dis	tributing tax re	venues that we	ere collected for another	ther taxing unit.
8.	X		The local	unit only h	olds deposits.	investmen	ts that comply	with statutory r	equirements.	
9.	Ø								r attention as define ix H of Bulletin).	d in the Bulletin for
10.	X		that have	not been j	previously con	nmunicated	to the Local	•	ce Division (LAFD).	luring the course of our audit If there is such activity that has
11.	図		The local	unit is free	e of repeated of	omments	from previous	years.		
12.	Ø		The audit	opinion is	UNQUALIFIE	D.				
13.	X				omplied with (g principles (G		r GASB 34 as	modified by MC	GAA Statement #7	and other generally
14.	X		The board	or counc	il approves all	invoices p	rior to paymer	t as required by	y charter or statute.	
15.	凶		To our kno	owledge, l	oank reconcilia	ations that	were reviewed	were performe	ed timely.	
incl des	uded cripti	in thon(s)	his or any) of the auth	other aud nority and/	lit report, nor /or commissio	do they of n.	s included) is obtain a stand- nd accurate in	alone audit, ple	the boundaries of ease enclose the n	the audited entity and is not ame(s), address(es), and a
We	have	e end	closed the	following	 J:	Enclosed	Not Required	(enter a brief jus	stification)	
Fin	ancia	ıl Sta	tement s			X			_	
The	elette	er of	Comments	and Reco	mmendations	\boxtimes				
		escrib								
Cert	ified P	ublic A		41	BIN & CO 00 E. EIGHT	HST		Telephone Number		
Stre	et Add	iress		HAVER	SE CITY, MI	4968 6-2	668	City	State	Zip
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Auth	orizin	g QPX	Signature	(A).		Pr	inted Name	1 Rack	License N	
	David L. Basler 1101017418									

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INTRODUCTORY SECTION

Comments and Recommendations

In connection with our audit of the financial statements of the Northwest Regional Fire Training Center Authority, for the year ended September 30, 2007, we submit the following comments and recommendations. This section is intended to take the place of a separate management letter.

General

The records were maintained by the Training Center's contractual accountant. Bank accounts were reconciled monthly, journals and ledgers were properly posted, and supporting documents and follow-up procedures were good. Monthly financial and budget status reports were presented to the Board. Your accountant's efforts in this area are commendable.

Budgets and Procedures

The procedures utilized in budget preparation, adoption and management were good. Budgets were adopted for the General Fund and Grant Fund. One cost center of the General Fund exceeded its expenditure appropriations for the audit year. See Note 2.

Capital Assets

The Training Center owns buildings and furniture and equipment located on land leased from the Fair Association. The balances in the capital assets reflect September 30, 2007 balances. A statement of changes in capital assets is presented in Note 4.

Insurance and Bonds

The Training Center has insurance coverage for fire, liability, automobile, equipment and crime. Coverage was reviewed during the audit year. It is our understanding that there is surety bond coverage for the Training Center coordinator, treasurer and secretary.

Board Minutes

Board minutes were maintained in good order.

General Fund

For the audit year, expenditures exceeded revenues by \$11,853, and the fund balance was \$16,975 at September 30, 2007.

Comments and Recommendations

Grant Fund

This fund was established to account for grants and donations for construction and equipping of Training Center facilities. For the audit year, expenditures exceeded revenues by \$2,006, and the fund balance was \$987 at September 30, 2007.

Other Data

After the completion of our audit, we will submit two (2) copies of this report to the State Department of Treasury.

We appreciate the courtesy extended our field auditor in the course of this examination. Your confidence is respected, and please contact us if any questions arise.

FINANCIAL SECTION

REPORT OF INDEPENDENT AUDITOR

Northwest Regional Fire Training Center Authority Traverse City, MI 49686

We have audited the accompanying financial statements of the governmental activities and each fund of Northwest Regional Fire Training Center Authority as of and for the year ended September 30, 2007, which collectively comprise the Center's basic financial statements as listed in the Table of Contents. These financial statements are the responsibility of the Training Center's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of Northwest Regional Fire Training Center Authority at September 30, 2007, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The budgetary comparison schedules, as identified in the Table of Contents are not a required part of the basic financial statements but are supplemental information required by the Governmental Accounting Standards Board. The supplemental information has been subjected to the auditing procedures applied to the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

The accompanying financial statements do not present a Management's Discussion and Analysis, which would be an analysis of the financial performance for the year. The Governmental Accounting Standards Board has determined that this analysis is necessary to supplement, although not required to be a part of, the basic financial statements.

Tobin & Co., P.C.

February 14, 2008

Northwest Regional Fire Training Center Authority

Statement of Net Assets

September 30, 2007

A	Primary Government Governmental Activities and Total
Assets	
Cash Accounts Receivable	\$ 23,546 445
Capital Assets Other Capital Assets, Net of Depreciation	<u>677,307</u>
Total Assets	<u>701,298</u>
<u>Liabilities</u>	
Liabilities: Accounts Payable Deferred Revenues	2,729 3,300
Long-term Liabilities: Due within one year	843
Total Liabilities	6,872
Net Assets	
Invested in Capital Assets Restricted For:	676,464
Grant Purposes Unrestricted	987 16,975
Total Net Assets	<u>\$ 694,426</u>

Northwest Regional Fire Training Center Authority

Statement of Activities

For the Year Ended September 30, 2007

		Program 1		
Functions/Programs	Expenses	Charges For Services	Operating Grants and Contributions	Total
Governmental Activities:				
Personnel	\$ 11,088	\$ -	\$ -	\$ (11,088)
Commodities	9,509	-	-	(9,509)
Contractual Services	32,068	-	-	(32,068)
Other Charges	<u>46,985</u>	1,075		<u>(45,910)</u>
Total Governmental				
Activities	\$ 99,650	\$ 1,075	<u>\$</u>	<u>(98,575</u>)
	General Reven	ues:		
	Charges for	*		57,229
	Operating G			5,075
		Investment Earr	nings	537
	Miscellaneou		8	25,347
	Total General	Revenues		88,188
	Change in Net	Assets		(10,387)
	Net Assets – B			704,813
	Net Assets – E	nding		\$ 694,426

Northwest Regional Fire Training Center Authority

Balance Sheet

Governmental Funds

September 30, 2007

	_ <u>G</u>	eneral	Gran	nt Fund		<u> Fotal</u>
<u>Assets</u>						
Cash in Bank	\$	20,553	\$	2,993	\$	23,546
Accounts Receivable		445		· <u>-</u>		445
Due from Other Fund		2,006		<u>-</u>		2,006
Total Assets		23,004		2,993		25,997
Liabilities and Fund Balances						
Liabilities:						
Accounts Payable		2,729		-		2,729
Deferred Revenues		3,300		-		3,300
Due to Other Fund				2,006		2,006
Total Liabilities		6,029		2,006		8,035
Fund Balances:						
Restricted		-		987		987
Unrestricted		16,975				16,975
Total Fund Balances		16,975		987		17,962
Total Liabilities and Fund Balances	<u>\$</u>	23,004	\$	2,993		
Amounts reported for governmental activities are different because:	on the	statement	of net	assets		
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.						677,307
Long-term liabilities do not use current finar not reported in the funds.	ncial re	esources ar	nd there	efore are		(843)
Net Assets of Governmental Activities					\$	694,426

Northwest Regional Fire Training Center Authority

Statement of Revenues, Expenditures and Changes in Fund Balances

Governmental Funds

For the Year Ended September 30, 2007

D.	_ <u>G</u>	eneral	Gran	t Fund		Total
Revenues Training Class Fees	\$	57,229	\$	_	\$	57,229
State Reimbursements	Ψ	5,075	Ψ		Ψ	5,075
Membership Fees		11,700		_		11,700
Interest		537		_		537
Rents		1,075		-		1,075
Other		13,647				13,647
Total		89,263		-		89,263
Expenditures						
Personnel		11,088		-		11,088
Commodities		9,509		-		9,509
Contractual Services		32,068		-		32,068
Other Charges		19,059		-		19,059
Capital Outlay		27,892		2,006		29,898
Debt Service		1,500				1,500
Total		101,116		2,006	_	103,122
Excess Revenues (Expenditures) and net Change in Fund Balances		(11,853)		(2,006)		(13,859)
Fund Balance – Beginning of Year		28,828		2,993		
Fund Balance - End of Year	<u>\$</u>	16,975	\$	987		
Governmental funds report capital outlays as exstatement of activities the cost of those assets are reported as depreciation expense. This is exceeded depreciation in the current year.	over	their estim	ated us	seful lives	ıys	1,972
Repayment of note principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net assets. This is the amount of repayment during the period.						1,500
Change in Net Assets of Governmental Activity	ies				\$	(10,387)

Northwest Regional Fire Training Center Authority

Notes to Financial Statements

September 30, 2007

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

The Training Center's basic financial statements include the accounts of all Training Center operations. The criteria for including organizations within the Training Center's reporting entity, as set forth in GASB No. 14, "The Financial Reporting Entity" includes oversight responsibility, fiscal dependency and whether the financial statements would be misleading if data were not included.

Based on the above criteria, there are no other organizations included in these financial statements.

B. Basis of Presentation

The government-wide financial statements (the statement of net assets and the statement of changes in net assets) report information on all of the activities of the Training Center. Governmental activities are supported by taxes and intergovernmental revenues and are reported separately from business-type activities, which rely, to a significant extent, on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given program are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific program. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given program and 2) operating or capital grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Other items not properly included among program revenues are reported instead as general revenues.

The financial activities of the Training Center are also reported in separate self-balancing funds described as follows:

<u>General Fund</u> – This Fund is used to account for all financial transactions not accounted for in another fund, including the general operating expenditures of the Training Center. Revenues are derived primarily from intergovernmental revenues from the other entities served by the Training Center.

Special Revenue Grant Fund

This Fund is used to account for donations and grants from various entities to build and equip new facilities.

Northwest Regional Fire Training Center Authority

Notes to Financial Statements

September 30, 2007

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

C. Measurement Focus/Basis of Accounting

Measurement focus refers to what is being measured; basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurement made, regardless of the measurement focus applied.

The government-wide statements are reported using the economic resources measurement focus and the accrual basis of accounting. The economic resources measurement focus means all assets and liabilities (whether current or non-current) are included on the statement of net assets and the operating statements present increases (revenues) and decreases (expenses) in net total assets. Under the accrual basis of accounting, revenues are recognized when earned. Expenses are recognized at the time the liability is incurred.

Governmental fund financial statements are reported using the current financial resources measurement focus and are accounted for using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual; i.e. when they become both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. A one-year availability period is used for recognition of all Training Center Governmental Fund revenues. Expenditures are recorded when the related fund liability is incurred.

The revenues susceptible to accrual are property taxes, franchise fees, licenses, charges for service, interest income and intergovernmental revenues. All other governmental fund revenues are recognized when received.

D. Budgets

The General Fund and Special Revenue Fund are under formal budgetary control. Budgets shown in the required supplementary schedules for these funds were prepared on a basis not significantly different from the modified accrual basis used to reflect actual results and consist only of those amounts contained in the formal budget approved and amended by the Training Center.

For budgetary purposes appropriations lapse at fiscal year end.

Northwest Regional Fire Training Center Authority

Notes to Financial Statements

September 30, 2007

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

E. Capital Assets

Capital assets, which includes property, plant, and equipment, are reported in the applicable governmental column in the government-wide financial statements. All capital assets are valued at historical cost or estimated historical cost if actual historical is not available. Donated assets are valued at their fair market value on the date donated. Repairs and maintenance are recorded as expenses. Renewals and betterments are capitalized. Interest is capitalized during the construction period on property, plant and equipment.

Assets capitalized have an original cost of \$5,000 or more and over one year of useful life. Depreciation has been calculated on each class of depreciable property using the straight-line method. Estimated useful lives of each asset are determined by management.

F. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

NOTE 2 - STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

- A. We noted no violations of legal provisions and/or contractual provisions of various agreements related to financial matters.
- B. All funds had positive fund balances at September 30, 2007.
- C. Public Act 621 of 1978, Section 18, provides that a local unit shall not incur expenditures in excess of the amount appropriated. During the year ended September 30, 2007, the Personnel cost center of the General Fund exceeded its budget by \$283 without formal amendment by the Board.

Northwest Regional Fire Training Center Authority

Notes to Financial Statements

September 30, 2007

NOTE 3 - DEPOSITS WITH FINANCIAL INSTITUTIONS

A. <u>Legal Provisions for Deposits and Investments</u>

Act 20, Public Acts of 1943, as amended by Act 217, Public Acts of 1982, and Act 196, Public Acts of 1998, states that the Board, by resolution, may authorize the Treasurer to invest surplus funds as follows:

- 1. In bonds, securities, and other direct obligations of the United States or an agency or instrumentality of the United States.
- 2. In certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution but only if the financial institution complies with subsection (2).
- 3. In commercial paper rated at the time of purchase within the 2 highest classifications established by not less than 2 standard rating services and which matures not more than 270 days after date of purchase.
- 4. In repurchase agreements consisting of instruments defined in (1) above.
- 5. In bankers' acceptances of United States Banks.
- 6. In obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than 1 standard rating service.
- 7. In mutual funds registered under the investment company act of 1940 with the authority to purchase only investment vehicles that are legal for direct investment by local units of government in Michigan.

B. Types of Deposits and Investments

The Training Center had \$28,047 deposited with local banks at September 30, 2007 with a carrying value of \$23,546. Interpreting the FDIC insurance coverage, \$100,000 per demand deposit account and \$100,000 per time deposit account in each depository, the Training Center had no uninsured deposits at September 30, 2007.

Northwest Regional Fire Training Center Authority

Notes to Financial Statements

September 30, 2007

NOTE 4 - CAPITAL ASSETS

Capital assets of governmental activities consisted of the following:

	09/30/06	Additions	<u>Deletions</u>	09/30/07
Buildings & Improvements Equipment	\$ 960,059 <u>12,697</u>	\$ 27,892	\$ <u>-</u>	\$ 987,951 12,697
Total	972,756	27,892	-	1,000,648
Accumulated Depreciation	(297,420)	(25,920)		(323,340)
Total	<u>\$ 675,336</u>	\$ 1,972	<u> </u>	\$ 677,308

On the statement of activities, all depreciation is recorded as direct expense in Other Charges.

NOTE 5 - LONG-TERM DEBT

Long-term debt at September 30, 2007 consisted of a non-interest bearing installment note payable to another local unit of government. Payments on this debt were \$1,500 for the fiscal year.

Maturities of long-term debt to completion are as follows:

Year Ending September 30,

2008

\$ 843

NOTE 6 - INVENTORIES

The Training Center does not maintain a substantial inventory of supplies or materials. Purchases are normally made as needed, and the items are recorded as expenses at time of purchase.

Northwest Regional Fire Training Center Authority

Notes to Financial Statements

September 30, 2007

NOTE 7 - LEASED EMPLOYEE

The Training Center's Coordinator is currently leased from the Grand Traverse Metro Fire Department, reimbursing that Division on a monthly basis for salary and all related employment taxes and benefits.

NOTE 8 – RISK MANAGEMENT

The Training Center is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees and firefighters; and natural disasters. During the audit year the Department addressed these risks through the purchase of commercial insurance. There was no significant reduction of insurance coverage from prior years nor have the amounts of any settlements exceeded insurance coverage in any of the past three fiscal years.

NOTE 9 - COMPENSATED ABSENCES

Full-time Training Center leased employees earn vacation leave, which may either be taken or accumulated, with a maximum carryover to a succeeding year of 5 days until paid upon termination or retirement. Training Center employees earn personal leave which may either be taken or accumulated and carried over to a maximum of 24 days. Unused accumulated sick leave shall be paid to the employee upon termination or retirement.

NOTE 10-CONTINGENT LIABILITIES

Training Center officials are not aware of any contingent liabilities.

NOTE 11-OPERATING LEASE

The Training Center leases the land on which its buildings are located from the Northwest Michigan Fair Association for \$1 plus other considerations. The lease expires December 31, 2007, and the entities are operating on a month-to-month agreement while negotiating a new long-term lease.

NOTE 12-ECONOMIC DEPENDENCY

The following customers accounted for over 10% of training class fee and membership revenues:

Grand Traverse Fire Dept. – Rural Division \$12,800 Grand Traverse Metro Fire Dept. \$12,285

SUPPLEMENTAL DATA SECTION

Northwest Regional Fire Training Center Authority

Schedule 1 Page 1

Statement of Revenues, Expenditures and Changes in Fund Balance

General Fund

For the Year Ended September 30, 2007

Revenues	Original Budget		Final Budget		Actual		Variance Favorable (<u>Unfavorable</u>)	
Training Class Fees State Reimbursements Membership Fees Interest Rents Other	\$ 45,875 6,000 9,000 250 2,000 2,000	\$	54,104 6,000 11,700 500 2,000 12,357	\$	57,229 5,075 11,700 537 1,075 13,647	\$	3,125 (925) - 37 (925) 1,290	
Total Revenues	 65,125		86,661		89,263		2,602	
Expenditures								
Personnel: Leased Employees	 				11,088			
Total	 10,805		10,805		11,088		(283)	
Commodities: Office Supplies Training Materials Postage Other Supplies Computer Support	 - - - -		- - - -		210 6,016 75 2,405 803		- - - -	
Total	 11,675		11,675		9,509		2,166	
Contractual Services: Instructors Printing and Publishing Accounting and Audit Class Help Telephone	 - - - -		- - - -		20,816 2,151 3,585 5,150 366		- - - -	
Total	33,600		33,600		32,068		1,532	

Northwest Regional Fire Training Center Authority

Schedule 1 Page 2

Statement of Revenues, Expenditures and Changes in Fund Balance

General Fund

For the Year Ended September 30, 2007

Expenditures (Continued)	Original Budget	Final Budget	Actual	Variance Favorable (<u>Unfavorable</u>)
Other Charges: Insurance Public Utilities Building Repair & Maint. Grounds Repair & Maint.	- - -	- - -	7,019 4,714 5,383 1,943	- - -
Total	18,200	19,200	19,059	141
Capital Outlay: Buildings			27,892	
Total	2,000	27,900	27,892	8
Debt Service:				
Loan Repayment	1,500	1,500	1,500	
Total	1,500	1,500	1,500	
Contingency	500	500		500
Total	500	500		500
Total Expenditures	78,280	105,180	101,116	4,064
Excess Revenues (Expenditures) (1)	\$ <u>(13,155)</u>	<u>\$ (18,519)</u>	(11,853)	\$ 6,666
Fund Balance - Beginning of Y		28,828		
Fund Balance - End of Year			\$ 16,975	

(1) Budgeted from fund balance

Northwest Regional Fire Training Center Authority

Schedule 2

Statement of Revenues, Expenditures and Changes in Fund Balance

Grant Fund

For the Year Ended September 30, 2007

	Original and Final Budget	Actual	Variance Favorable (<u>Unfavorable</u>)
Revenues			(<u></u>
Total Revenues	<u>\$</u>	<u>\$</u>	<u>\$</u>
Expenditures			
Capital Outlay – Building Improvements	2,006	2,006	_
Total Expenditures	2,006	2,006	
Excess Revenues (Expenditures) (1)	<u>\$ (2,006)</u>	(2,006)	<u>\$</u>
Fund Balance – Beginning of Year		2,993	
Fund Balance - End of Year		\$ 987	
(1) Budgeted from fund balance			